



## **ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR**


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### **Annexure-3**

### **Instruction/Guideline to Examination Centre for smooth Conduct of University Examination**

1. The Centre Superintendent is fully responsible for the smooth conduct of the theory examinations. S/he has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination hours.
2. The invigilators shall work under the direct control of the superintendent. They should exercise proper control and extend their fullest support to the instructions of the superintendent.
3. The Superintendent should also give instructions to the invigilators to verify the Bonafide of the examinee, correctness of the Registration / Roll Numbers, Course, Subject and such other information of the candidates dully filled in the Answer scripts during the examination hall itself.
4. The invigilator must ensure that the examinee has correctly counted and mentioned the number of pages used for answers in the front page of the QR coded Answer Booklets provided by the University.
5. The candidate and the Invigilator should put his/her full signature in the space provided for the purpose.
6. The secrecy and confidentiality for the conduct of the examination shall lie with the Superintendent who shall be held responsible.
7. **CCTV** camera of the institution must be in working condition and it must be ensured before examination.
8. The Superintendent is responsible for the safe packaging, despatch or deposit of used and unused Answer Sheets, Attendance Sheet, Absence Statement, Pendrive of recording examination from starting to end exam as and when the examination is over on the same day either through speed post or by special messenger to OUHS, Bhubaneswar.
9. The Superintendent should not entertain any outsider other than the Flying / Vigilance Squad Supervisor, Observers, University authorised or Officer(s) appointed by the Controller of Examination for the purpose.

10. Any discrepancy noticed shall be brought to the notice of the Controller of Examination of this University with facts and detailed report.
11. Carrying of mobiles, blue tooth pagers of any other electronic gadgets to the Examination Hall is strictly prohibited. Neither the University will make any arrangement for the safe custody of any of these items nor it will be responsible for loss of any such items. The candidates should be advised not to bring at all any such items to the examination centre so that they do not run the risk of losing such item (s).
12. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
13. No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.
14. There shall be one invigilator for up to 20 candidates, two invigilators for up to 40 candidates and three invigilator more than 60 candidates.
15. Invigilators shall report to the Centre Superintendents half an hour before the commencement of the examination.
16. The invigilator shall remain in the Examination Hall during the time allotted to each paper and shall not leave the Hall without the permission of the Centre Superintendent.

  
**CONTROLLER OF EXAMINATION**  
**Odisha University of Health Sciences**  
**Bhubaneswar**